

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency Community Action Partnership of Madera County
Address 1225 Gill Avenue
City Madera, CA 93637

Agency Contact Person Regarding CSBG Recovery Act Local Plan

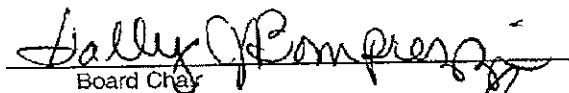
Contact Person Mary Long
Title Program Manager
Phone (559) 673-9173
Fax (559) 673-3223
E-mail Address mlong@maderacap.org

Section II - Certification

1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

☒ We hereby acknowledge the above certification and agree to abide by it.

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.


Board Chair

5/11/09
Date


Executive Director

5/11/09
Date

CSBG Recovery Act Local Plan**Section III - DUNS Number**

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 34241133

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 49BY0

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

CAPMC will make available a copy of the American Recovery Act Local Plan on its agency website for public comment.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

CAPMC will implement seven (7) projects for the purposes of creating and/or sustaining economic growth and employment opportunities. The full scope of the projects will create a total of twenty-one (21) jobs. The seven projects are outlined below.

Name of Project: (1) Intensive Teacher Training (ITT)

Description of Targeted Individuals and Families: Unemployed/Underemployed Individuals

Service and Activities: This program is coordinated with the local Workforce Investment Board and our local community college to provide 12 units of intensive early childhood education (ECE) to 40 targeted unemployed or underemployed individuals. After the completion of the 12 ECE units, individuals will be qualified to obtain their California Associate Teacher Permit. This will allow the individuals to be ready for work in child care facilities due to their educational enhancements. CAPMC is projected to hire a minimum of 15 to 20 individuals who have completed the class and have the job skills to work for the Head Start Program serving low-income families. This project will provide a \$400.00 incentive stipend to all successful participants who complete the track helping to offset child care and transportation expenses not covered by Workforce Investment Board. Additional funding in the amount of \$900 for 5 participants will supplement the cost of the ITT for individuals who do not meet Workforce Investment Board criteria. The need for qualified child care workers is great in Madera County. CAPMC is projected to expand Head Start services to low-income families and children and is in need of workers who hold state certification of Associate Teacher Permits.

Community Needs: CAPMC has unsuccessful recruitments for Associate Teachers positions to fill current vacancies (15 open positions). Therefore, in collaboration with the Workforce Investment Board and the Madera Community Center will provide an 8-week, 12 unit early childhood education class for 40 unemployed/underemployed individuals to meet the need for qualified state credentialed Associate Teachers in the child development field.

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Name of Project: (2) Madera Food Bank

Description of Targeted Individuals and Families: Vulnerable populations such as pregnant women, new mothers, children and seniors and low-income residents who lack the food resources to eat well and stay healthy.

Service and Activities: The Madera County Food Bank is facing an operational "crisis." Due to the high unemployment at over 19%, the food bank is seeking an overall 20% increase of new families and children needing food. The ability to manage the increased demand of new families has placed a strain on the Madera Food Bank system. For the past five years, the Madera County Food Bank has operated as a food bank and food pantry. This service delivery system is antiquated and very limited to serve the vulnerable and underserved areas of Madera County. The Madera Food Bank project is essential to address and alleviate hunger in our county.

The support staff to the Madera Food Bank will be responsible for (a) developing a self-referral 800 number for accessibility and attainment of emergency food boxes/location of food pantries, (b) to develop a minimum of seven food pantries throughout the county and; (c) to develop a case management system that links individuals and families to long term resources, i.e. food stamps, WIC, senior brown-bag, and surplus commodities; and lastly (d) to obtain financial support from the county and the city government entities to support the Madera Food Bank infrastructure. The optimum goal of this project is to develop a seamless system to alleviate hunger in Madera County by providing nutrition and nutrition education to people in need, educating the public and promoting public policy that address hunger and its root causes.

Community Needs: Each month, hundreds of low-income Madera County residents cannot afford well-balanced meals for themselves and/or their families. For the first time in the Madera Food Bank History, new families and individuals no longer have the financial means to meet their nutritional needs. Many of these families or individuals never imagined they would need food assistance, but bare cupboards and empty pockets have forced this new population to seek assistance from food pantries and mass congregated feeding sites.

Name of Project: (3) Homeless Program Support

Description of Targeted Individuals and Families: The population to be targeted is chronically homeless adult women with disabilities, women and children of domestic violence and women at risk of becoming homeless.

Service and Activities: The project will hire one Homeless Coordinator to provide support to the two existing homeless programs offered by CAPMC, the Shunammite Place Permanent Supportive Housing Program and Martha Diaz Domestic Violence Shelter. The scope of work for this project will be two-fold: (1) to strengthen the case management and operational procedures for the two shelters and (2) working with Madera County Homeless Coalition to develop a strategic plan that prevents, reduces or eliminates homelessness in Madera County. Based on the 2009 Homeless Count, there are approximately 505 homeless individuals identified in Madera County, whereas 28% are in shelters and 72% are unsheltered. The optimum goal of this project is to obtain funding for long term transitional housing for this homeless population in Madera County.

Community Needs: The Shunammite Place serves 15 chronically homeless women with disabilities and the Martha Diaz Shelter is an 18-bed shelter that serves only women and children of domestic violence. This program will meet two needs: (1) the Shunammite Place is at capacity with a long waiting list. The need for additional housing options for this population is high. (2) The Martha Diaz Shelter is an emergency (6 month) shelter. The shelter is at full capacity; the need to seek and obtain long term transitional housing for battered women and children is a high priority because battered women tend to go back to the batterer because there have no resources or other affordable housing options.

Name of Project: (4) Balanced Scorecard Strategic Management System

Description of Targeted Individuals and Families: Our primary target is CAPMC Staff, Stakeholders, Community Partners, Funding Sources, and the General Public. Our secondary target is our program participants.

Service and Activities: This project will meet three objectives. First, the agency has recently completed its 5-year agency wide strategic plan called the Balanced Scorecard. The Balanced Scorecard is a key tool (but not the only tool) that provides our agency wide performance management system that focuses on strategy and the future. By implementing the Balanced Scorecard system, CAPMC will be able to translate broad mission statements into strategies, actions and matrixes that can be aggregated and tracked over time. The agency wide Balanced Scorecard will provide a powerful tool that allows management to maximize the organizations' information resources and ultimately produce real results, thus assuring energy and focus on the most important strategies and directing the organization towards goal attainment and progress towards its mission and vision. Second, the agency proposes to purchase a measurement system software (Spider) that provides the agency with a formal, systematic approach to managing its performance and deploys interactive methods to manage, track, and improve agency performance. Third, the agency proposes to research and purchase a "client tracker" software to assist the agency to collect, track and report the six national ROMA goals and the overall agency success and outcomes in moving people out of poverty.

Community Needs: This project will meet the long term needs of the community by developing a systematic approach to collect, track and report overall agency results in achieving its vision and mission including provisions demonstrating its progress in addressing poverty and moving families from poverty to self sufficiency. In addition, the agency's board, staff and the broader community are systematically informed about the agency's progress and results in addressing the causes, conditions and impacts of poverty for individuals, families and the community.

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Name of Project: (5) Information Technology (IT) Trainee/Technician

Description of Targeted Individuals and Families: Unemployed/underemployed individual and the employees and program of CAPMC.

Service and Activities: Working in collaboration with Workforce Investment Board, the project will provide an on-the-job (OJT) training program to a post-secondary or vocational student that is pursuing an Information Technology career. The selected individual will gain valuable experience in help-desk operations, audio-visual support and trouble-shooting skills in a real-world environment. CAPMC currently provides support to 31 locations and over 300 end users with only (1) IT personnel. The IT Department provides support for voice-over-IP (VOIP) phone systems, Microsoft Active Directory Network to include Exchange email, as well as closed-circuit surveillance (CCTV) system and high-capacity telecommunication lines that are used for the network. This project would greatly enhance the level of customer service that is being provided to the staff of CAPMC as well as the community that it serves.

Community Needs: CAPMC needs an information technology system that ensures that staff have ready, reliable, and accurate information for decision making and for improving their effectiveness, including the ability to monitor progress and results of the organization's overall goals/strategies as well as specific programs and services administered by the agency.

Name of Project: (6) Victim Services Advocate

Description of Targeted Individuals and Families: The population to be served is victims of crimes, women and children who are victims of sexual assault and domestic violence.

Service and Activities: One part-time advocate will provide direct services to victims of crime in the eastern part of Madera County. Direct services include crisis response, court advocacy, restraining orders, transportation, emergency referrals, safety plans, state crime claims, case management, accompaniment to medical appointments, and counseling. The Advocate will also be responsible for locating and providing shelter intakes for victims of domestic violence seeking immediate safe housing. Activities include responding to the crisis hotline when requested by law enforcement, CPS, medical facilities, and other community agencies. The Advocate will escort the victim to court proceedings and request for the victim to wait in a safe area of the courthouse. The Advocate will complete restraining orders, and state crime claims at the victim's request. Safety plans, case management, emergency referrals, and transportation are daily activities that the Advocate will provide as new developments arise in the cases, and as the victim's needs are prioritized.

Community Needs: Currently the services to victims of crime in Eastern Madera County are limited to only one day a week. This project will allow additional days of services to meet the needs of individuals, women and children who are victims of crime. Due to the decline in funding and increased Victim Services operational costs, the agency eliminated an Advocate position serving the Eastern Madera County area. The project will allow for services to be reinstated to serve this area of the county's victims of crime.

Name of Project: (7) Career Advancement Trainer

Description of Targeted Individuals and Families: One unemployed/underemployed individual and staff and volunteers of CAPMC.

Service and Activities: This project is two fold: (1) develop and implement a formal and systematic learning growth matrix for all employees and volunteers, and (2) develop a professional growth plan for all CAPMC staff and volunteers. Phase one of the project is developing a learning growth matrix that includes three tiered learning modules for all staff and volunteers at various levels within the organization: enhancing employability and marketability skills for career advancement opportunities within and outside of the organization. Improving job set skills will provide a strong foundation for career growth and allow new employment opportunities for the unemployed/underemployed. Phase two is to improve and implement a professional career development plan for all CAPMC employees. The goal of this phase is to design a professional growth plan for all employees. The plan is a meaningful engagement of study and related activities associated with an individual employees job/career placement.

Professional growth plans will be designed to encourage employees to gain increased knowledge skills and understanding in the employees' assignment and attainment of basic skills to prepare them for consideration in advancement of new positions. The Coordinator will provide the formal mechanisms to motivate staff to develop and utilize their full potential including: career ladders, tuition assistance, scholarships, department-specific education dollars, certification/advanced degree stipends, and internal education offerings.

Community Needs: The ultimate goal is to move CAPMC staff out of entry level positions and provide new employment opportunities for the unemployed/underemployed of the community.

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B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

The agency will provide direct services to low-income individuals and families and unemployed/underemployed individuals through an integrated intake, eligibility, assessment, case management and follow-up approach. Those direct services not available from CAPMC will be coordinated and delivered by referrals and resources from CAPMC's community partners.

CSBG American Recovery and Reinvestment local plan will serve Madera County, a small rural county located in the heart of California's agricultural center - in the San Joaquin Valley. Fresno County borders on the south, Mariposa and Merced Counties to the north and Mono County to the east. Madera County faces challenges, many of which are deeply rooted in conditions of poverty, exacerbated by high unemployment, housing foreclosures, manufacturer/business closings, and demand for food.

The ARRA funds will provide the stimulus vehicle to enhance to overall efficiency and effectiveness of the agency to address the community's needs. The plan has seven components that will contribute to the achievement of the following goals.

1. Low-income people become more self-sufficient - Intensive Teacher Training Project, Madera Food Bank Project, Homeless Program Support, and Career Advancement Trainer;
2. Conditions in which low-income people live are improved - Madera County Bank Project, Homeless Program Support, and Victim Services Advocate;
3. Low-income people own a stake in their community - Madera Food Bank Project and Homeless Program Support;
4. Partnerships among supporters and providers of services to low-income people are achieved - Intensive Teacher Training Project, Madera County Food Bank, Project, Homeless Program Support, Career Advancement Trainer;
5. Agencies increase their capacity to achieve results - Balanced Scorecard Strategic Management System, Information Technology Trainee/Technician, and Career Advancement Trainer;
6. Low-income people achieve their potential by strengthening family and other support system - Madera Food Bank Project and Victim Services Advocate.

C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

CAPMC will provide a minimum of 15 and up to 20 long term employment opportunities to unemployed/underemployed individuals in Madera County. In addition, the agency will provide four short term employment opportunities that will strengthen the Madera County Food Bank and CAPMC's Human Service delivery system. All projects are specifically tied to either employment activities or economic vitality of the community.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

CAPMC has over 64 community partners. During the next 15 months CAPMC will take the lead role in working with our community partners to fill identified gaps in services. The projects proposed in the Recovery Act application have addressed gaps in services identified through CAPMC's Needs Assessment conducted in 2008, i.e. lack of a ready work force for pre-school, hunger, homelessness, ability to track individuals and families moving out of poverty to self-sufficiency, job readiness and training, and crisis intervention.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

CAPMC will be coordinating with the Workforce Investment Board and local community college to provide training targeting unemployed or underemployed individuals. CAPMC will be coordinating activities with the Madera County Food Bank to locate a new facility, find a computer software that will track clients and their needs, and assist with administrative services. CAPMC will be coordinating with the Madera County Homeless Coalition to develop a strategic plan that addresses homelessness in Madera County. These coordinated efforts with the above agencies will avoid duplication of services and maximize the ARRA funding and avoid supplanting.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

ARRA funds will be used to support the seven major projects included in this application that promote employment related activities (intensive teacher training, career advancement, IT) and social economic activities, i.e., Madera County Food Bank, Homeless Coalition and victims of crime. Each project has a direct linkage of enhancing the social economic vitality of our community.

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G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

In early 2008, CAPMC conducted a countywide community assessment to identify the emerging trends of the past 3-5 years in our community; analyzed those trends to better understand their impact on our current service delivery system and to plan strategically on those noted social economic changes and/or gaps in services in our community.

Data and information was assembled and summarized from sources such as the U.S. Census Bureau, the California State Department of Finance, the California Business Education Data System, California Department of Social Services - Child Welfare, County of Madera, County of Mariposa, and additional state and county data sources. Baseline data provided a panoramic picture of the state of the community: what trends and/or troubling conditions are affecting the community, the quality of life, and the challenges facing the community.

The Community Assessment team collected more than 40 indicators between 2000 and 2005 in four impacted areas: demographic conditions, social conditions, economic conditions, and child care conditions. Each impacted area has a set of indicators that provide information about the magnitude of certain needs, social problems or contributing factors, and the overall performance of the community in addressing issues, needs or problems. Indicators are clustered into closely related groups. The intent of the CA team was to systematize this information and present it in a way that describes changes positively or negatively, over a period of time.

The community assessment was a tool to identify the social economic issues/barriers and gaps in the services delivery system that was the basis for our five year strategic plan to be adopted in 2009. The ARRA application addresses those areas identified through the community assessment and will help us meet our strategic plan objectives.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

Throughout the next 12-15 months, CAPMC will work closely with all community partners to ensure that eligible individuals and families are identified and enrolled in all eligible federal, state and local benefit programs. The ARRA money will specifically serve Madera County and no sub-grantees will be used to implement the seven projects.

J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

CAPMC will inform the community about the Recovery Act services and outcomes during the next fifteen months. Some of the activities will consist of, but not limited to printed bilingual outreach materials of programs and services availability and eligibility criteria; news release in local paper; child care provider newsletters; community presentations; and attending community events.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

CAPMC is the grantee of the Low-income Home Energy Assistance Program for Madera County. Appropriate intake and assessment will be conducted to make services available to low-income clients to assist them in achieving self-sufficiency.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

CAPMC will create a flyer to inform clients of available training and job placement opportunities. If the services are not provided in-house, staff will provide a referral to the appropriate agency.

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Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Intensive Teacher Training		
Cost	\$20,600		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 15	<input type="checkbox"/> Retained #	
Description	<p>This program is coordinated with the local Workforce Investment Board and our local community college to provide 12 units of intensive early childhood education (ECE) to 40 targeted unemployed or underemployed individuals. After the completion of the 12 ECE units, individuals will be qualified to obtain their California Associate Teacher Permit. This will allow the individuals to be ready for work in child care facilities due to their educational enhancements. CAPMC is projected to hire a minimum of 15 to 20 individuals who have completed the class and have the job skills to work for the Head Start Program serving low-income families. This project will provide a \$400.00 incentive stipend to all successful participants who complete the track helping to offset child care and transportation expenses not covered by Workforce Investment Board.</p> <p>Additional funding in the amount of \$900 for 5 participants will supplement the cost of the ITT for individuals who do not meet Workforce Investment Board criteria. The need for qualified child care workers is great in Madera County. CAPMC is projected to expand Head Start services to low-income families and children and is in need of workers who hold state certification of Associate Teacher Permits.</p>		

A.2) Project/Activity #2

Title	Madera Food Bank		
Cost	\$106,511		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 2	<input type="checkbox"/> Retained #	
Description	<p>The Madera County Food Bank is facing an operational "crisis." Due to the high unemployment at over 19%, the food bank is seeking an overall 20% increase of new families and children needing food. The ability to manage the increased demand of new families has placed a strain on the Madera Food Bank system. For the past five years, the Madera County Food Bank has operated as a food bank and food pantry. This service delivery system is antiquated and very limited to serve the vulnerable and underserved areas of Madera County. The Madera Food Bank project is essential to address and alleviate hunger in our county.</p> <p>The support staff to the Madera Food Bank will be responsible for (a) developing a self-referral 800 number for accessibility and attainment of emergency food boxes/location of food pantries, (b) to develop a minimum of seven food pantries throughout the county and; (c) to develop a case management system that links individuals and families to long term resources, i.e. food stamps, WIC, senior brown-bag, and surplus commodities; and lastly (d) to obtain financial support from the county and the city government entities to support the Madera Food Bank infrastructure. The optimum goal of this project is to develop a seamless system to alleviate hunger in Madera County by providing nutrition and nutrition education to people in need, educating the public and promoting public policy that address hunger and its root causes.</p>		

A.3) Project/Activity #3

Title	Homeless Program Support		
Cost	\$60,295		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 1	<input type="checkbox"/> Retained #	
Description	<p>The project will hire one Homeless Coordinator to provide support to the two existing homeless programs offered by CAPMC, the Shunammite Place Permanent Supportive Housing Program and Martha Diaz Domestic Violence Shelter. The scope of work for this project will be two-fold: (1) to strengthen the case management and operational procedures for the two shelters and (2) working with Madera County Homeless Coalition to develop a strategic plan that prevents, reduces or eliminates homelessness in Madera County. Based on the 2009 Homeless Count, there are approximately 505 homeless individuals identified in Madera County, whereas 28% are in shelters and 72% are unsheltered. The optimum goal of this project is to obtain funding for long term transitional housing for this homeless population in Madera County.</p>		

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A.4) Project/Activity #4

Title	Balance Scorecard Management System
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Cost	\$67,952
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Est. # of Jobs	<input checked="" type="checkbox"/> Created #	<input type="checkbox"/> Retained #
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Description

This project will meet three objectives. First, the agency has recently completed its 5-year agency wide strategic plan called the Balanced Scorecard. The Balanced Scorecard is a key tool (but not the only tool) that provides our agency wide performance management system that focuses on strategy and the future. By implementing the Balanced Scorecard system, CAPMC will be able to translate broad mission statements into strategies, actions and matrixes that can be aggregated and tracked over time. The agency wide Balanced Scorecard will provide a powerful tool that allows management to maximize the organizations's information resources and ultimately produce real results, thus assuring energy and focus on the most important strategies and directing the organization towards goal attainment and progress towards its mission and vision. Second, the agency proposes to purchase a measurement system software (Spider) that provides the agency with a formal, systematic approach to managing its performance and deploys interactive methods to manage, track, and improve agency performance.

Third, the agency proposes to research and purchase a "client tracker" software to assist the agency to collect, track and report the six national ROMA goals and the overall agency success and outcomes in moving people out of poverty.

A.5) Project/Activity #5

Title	Information Technology (IT) Trainee/Technician
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Cost	\$43,958
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Est. # of Jobs	<input checked="" type="checkbox"/> Created # 1	<input type="checkbox"/> Retained #
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Description

Working in collaboration with Workforce Investment Board, the project will provide an on-the-job (OJT) training program to a post-secondary or vocational student that is pursuing an Information Technology career. The selected individual will gain valuable experience in help-desk operations, audio-visual support and trouble-shooting skills in a real-world environment. CAPMC currently provides support to 31 locations and over 300 end users with only (1) IT personnel. The IT Department provides support for voice-over-IP (VOIP) phone systems, Microsoft Active Directory Network to include Exchange email, as well as closed-circuit surveillance (CCTV) system and high-capacity telecommunication lines that are used for the network. This project would greatly enhance the level of customer service that is being provided to the staff of CAPMC as well as the community that it serves.

A.5) Project/Activity #6

Title	Victim Services Advocate
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Cost	\$20,573
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Est. # of Jobs	<input checked="" type="checkbox"/> Created # 1	<input type="checkbox"/> Retained #
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Description

One part-time advocate will provide direct services to victims of crime in the eastern part of Madera County. Direct services include crisis response, court advocacy, restraining orders, transportation, emergency referrals, safety plans, state crime claims, case management, accompaniment to medical appointments, and counseling. The Advocate will also be responsible for locating and providing shelter intakes for victims of domestic violence seeking immediate safe housing. Activities include responding to the crisis hotline when requested by law enforcement, CPS, medical facilities, and other community agencies. The Advocate will escort the victim to court proceedings and request for the victim to wait in a safe area of the courthouse. The Advocate will complete restraining orders, and state crime claims at the victim's request. Safety plans, case management, emergency referrals, and transportation are daily activities that the Advocate will provide as new developments arise in the cases, and as the victim's needs are prioritized.

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A.5) Project/Activity #7

Title	Career Advancement Trainer
Cost	\$69,020
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 1 <input type="checkbox"/> Retained #
Description	<p>This project is two fold: (1) develop and implement a formal and systematic learning growth matrix for all employees and volunteers, and (2) develop a professional growth plan for all CAPMC staff and volunteers. Phase one of the project is developing a learning growth matrix that includes three tiered learning modules for all staff and volunteers at various levels within the organization: enhancing employability and marketability skills for career advancement opportunities within and outside of the organization. Improving job set skills will provide a strong foundation for career growth and allow new employment opportunities for the unemployed/underemployed. Phase two is to improve and implement a professional career development plan for all CAPMC employees. The goal of this phase is to design a professional growth plan for all employees. The plan is a meaningful engagement of study and related activities associated with an individual employees job/career placement.</p> <p>Professional growth plans will be designed to encourage employees to gain increased knowledge skills and understanding in the employees' assignment and attainment of basic skills to prepare them for consideration in advancement of new positions. The Coordinator will provide the formal mechanisms to motivate staff to develop and utilize their full potential including: career ladders, tuition assistance, scholarships, department-specific education dollars, certification/advanced degree stipends, and internal education offerings.</p>

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.2) Subcontractor Project/Activity #2

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.3) Subcontractor Project/Activity #3

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

CSBG Recovery Act Local Plan**B.4) Subcontractor Project/Activity #4****Title****Subcontractor****Cost****Est. # of Jobs**☐ Created #☐ Retained #**Description****B.5) Subcontractor Project/Activity #5****Title****Subcontractor****Cost****Est. # of Jobs**☐ Created #☐ Retained #**Description**

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

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C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

NPI	Project or Activity	Description
1.1, 2.1, 4.1, 6.3	Intensive Teacher Training Project	This program is coordinated with the local Workforce Investment Board and our local community college to provide 12 units of intensive early childhood education (ECE) to 40 targeted unemployed or underemployed individuals. After the completion of the 12 ECE units, individuals will be qualified to obtain their California Associate Teacher Permit. This will allow the individuals to be ready for work in child care facilities due to their educational enhancements. CAPMC is projected to hire a minimum of 15 to 20 individuals who have completed the class and have the job skills to work for the Head Start Program serving low-income families. This project will provide a \$400.00 incentive stipend to all successful participants who complete the track helping to offset child care and transportation expenses not covered by Workforce Investment Board. Additional funding in the amount of \$900 for 6 participants will supplement the cost of the ITT for individuals who do not meet Workforce Investment Board criteria. The need for qualified child care workers is great in Madera County. CAPMC is projected to expand Head Start services to low-income families and children and is in need of workers who hold state certification of Associate Teacher Permits.
1.1, 2.1, 4.1, 6.2	Madera Food Bank Project	The Madera County Food Bank is facing an operational "crisis." Due to the high unemployment at over 19%, the food bank is seeking an overall 20% increase of new families and children needing food. The ability to manage the increased demand of new families has placed a strain on the Madera Food Bank system. For the past five years, the Madera County Food Bank has operated as a food bank and food pantry. This service delivery system is antiquated and very limited to serve the vulnerable and underserved areas of Madera County. The Madera Food Bank project is essential to address and alleviate hunger in our county. The support staff to the Madera Food Bank will be responsible for (a) developing a self-referral 800 number for accessibility and attainment of emergency food boxes/location of food pantries, (b) to develop a minimum of seven food pantries throughout the county and; (c) to develop a case management system that links individuals and families to long term resources, i.e. food stamps, WIC, senior brown-bag, and surplus commodities; and lastly (d) to obtain financial support from the county and the city government entities to support the Madera Food Bank infrastructure. The optimum goal of this project is to develop a seamless system to alleviate hunger in Madera County by providing nutrition and nutrition education to people in need, educating the public and promoting public policy that address hunger and its root causes.
1.1, 2.1, 4.1	Homeless Program Project	The project will hire one Homeless Coordinator to provide support to the two existing homeless programs offered by CAPMC, the Shunammite Place Permanent Supportive Housing Program and Martha Diaz Domestic Violence Shelter. The scope of work for this project will be two-fold: (1) to strengthen the case management and operational procedures for the two shelters and (2) working with Madera County Homeless Coalition to develop a strategic plan that prevents, reduces or eliminates homelessness in Madera County. Based on the 2009 Homeless Count, there are approximately 505 homeless individuals identified in Madera County, whereas 28% are in shelters and 72% are unsheltered. The optimum goal of this project is to obtain funding for long term transitional housing for this homeless population in Madera County.

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1.1, 1.2, 4.1, 6.3	Career Advancement Trainer	<p>This project is two fold: (1) develop and implement a formal and systematic learning growth matrix for all employees and volunteers, and (2) develop a professional growth plan for all CAPMC staff and volunteers. Phase one of the project is developing a learning growth matrix that includes three tiered learning modules for all staff and volunteers at various levels within the organization: enhancing employability and marketability skills for career advancement opportunities within and outside of the organization. Improving job set skills will provide a strong foundation for career growth and allow new employment opportunities for the unemployed/underemployed. Phase two is to improve and implement a professional career development plan for all CAPMC employees. The goal of this phase is to design a professional growth plan for all employees. The plan is a meaningful engagement of study and related activities associated with an individual employees job/career placement.</p> <p>Professional growth plans will be designed to encourage employees to gain increased knowledge skills and understanding in the employees' assignment and attainment of basic skills to prepare them for consideration in advancement of new positions. The Coordinator will provide the formal mechanisms to motivate staff to develop and utilize their full potential including: career ladders, tuition assistance, scholarships, department-specific education dollars, certification/advanced degree stipends, and internal education offerings.</p>
2.1, 2.2, 4.1	Victim Services Advocate	<p>One part-time advocate will provide direct services to victims of crime in the eastern part of Madera County. Direct services include crisis response, court advocacy, restraining orders, transportation, emergency referrals, safety plans, state crime claims, case management, accompaniment to medical appointments, and counseling. The Advocate will also be responsible for locating and providing shelter intakes for victims of domestic violence seeking immediate safe housing. Activities include responding to the crisis hotline when requested by law enforcement, CPS, medical facilities, and other community agencies. The Advocate will escort the victim to court proceedings and request for the victim to wait in a safe area of the courthouse. The Advocate will complete restraining orders, and state crime claims at the victim's request. Safety plans, case management, emergency referrals, and transportation are daily activities that the Advocate will provide as new developments arise in the cases, and as the victim's needs are prioritized.</p>
5.1	Balanced Scorecard Strategic Management System	<p>This project will meet three objectives. First, the agency has recently completed its 5-year agency wide strategic plan called the Balanced Scorecard. The Balanced Scorecard is a key tool (but not the only tool) that provides our agency wide performance management system that focuses on strategy and the future. By implementing the Balanced Scorecard system, CAPMC will be able to translate broad mission statements into strategies, actions and matrixes that can be aggregated and tracked over time. The agency wide Balanced Scorecard will provide a powerful tool that allows management to maximize the organizations's information resources and ultimately produce real results, thus assuring energy and focus on the most important strategies and directing the organization towards goal attainment and progress towards its mission and vision. Second, the agency proposes to purchase a measurement system software (Spider) that provides the agency with a formal, systematic approach to managing its performance and deploys interactive methods to manage, track, and improve agency performance. Third, the agency proposes to research and purchase a "client tracker" software to assist the agency to collect, track and report the six national ROMA goals and the overall agency success and outcomes in moving people out of poverty.</p>
5.1	Information Technology Trainee/Technician	<p>Working in collaboration with Workforce Investment Board, the project will provide an on-the-job (OJT) training program to a post-secondary or vocational student that is pursuing an Information Technology career. The selected individual will gain valuable experience in help-desk operations, audio-visual support and trouble-shooting skills in a real-world environment. CAPMC currently provides support to 31 locations and over 300 end users with only (1) IT personnel. The IT Department provides support for voice-over-IP (VOIP) phone systems, Microsoft Active Directory Network to include Exchange email, as well as closed-circuit surveillance (CCTV) system and high-capacity telecommunication lines that are used for the network. This project would greatly enhance the level of customer service that is being provided to the staff of CAPMC as well as the community that it serves.</p>

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

The planned infrastructure includes computer software and the cost of consultants to assist with the planning and implementation of the agency's Balanced Scorecard Management System. It will enhance the agency's ability to monitor the progress of CAPMC in meeting its strategic goals and objectives. The second software will provide an integrated agency-wide client tracker system to monitor client progress and report the six national ROMA goals and the overall agency success and outcomes in moving people out of poverty. For the Food Bank Program, work stations and computers are needed for the two additional staff. Additionally, the Food Bank will need phones to support the 800 call center to link resources and clients' food needs. Shelving racks are needed to improve the storage system and capacity of the Food Bank. The Homeless Program Coordinator will need a computer and printer to do case management and strengthen the operational procedures of the homeless programs.

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

- ☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.
☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.
☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

CAPMC will use the administrative funds to purchase the client tracker software, the Life Progression Assessment, the Balance Scorecard Reporting system and it will also be used to hire an IT Trainee/Technician.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

None

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently active provide the status.

None

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).